Publication Scheme

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Contacting us
If you wish to obtain a hard copy of our Publication Scheme or any of the publications contained in our list of publications in Part 2, our contact details are:

Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly

Andy Hocking House
Alderson Drive
Exeter
EX2 7RP
Telephone: 01392 497700
Contact us: https://devonandcornwall-pcc.gov.uk/contact-us
Website: www.devonandcornwall-pcc.gov.uk

Part 1 of the Publication Scheme

Introduction

The Police and Crime Commissioner's role and responsibilities

The Police and Crime Commissioner has been elected by the communities of Devon, Cornwall and the Isles of Scilly.

The Police and Crime Commissioner:

- Is singularly accountable to you for the policing of Devon and Cornwall
- Listens to your views on community safety and set priorities in a plan for the police which address community concerns
- Ensures the Chief Constable directs police officers and resources to tackle the things that you say are important
- Sets the strategic direction for policing but not interfere with day-to-day police operations or tactics
- Balances local needs of the public and victims against assisting national policing responsibilities
- Appoints and, in extreme circumstances dismiss the Chief Constable

Your rights under the Freedom of Information Act 2000

The Freedom of Information (FOI) Act 2000 gives you a right of access to recorded information held by public authorities, subject to certain exemptions.

The FOI Act applies to the vast majority of public authorities, including the Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly. If you ask us for information we are required to:

- let you know in writing whether we hold information you have asked for; and if we do
- provide the information to you within 20 working days, unless it is subject to an exemption.

We also have a duty to provide advice or assistance to you or anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

Our legal responsibility to publish information

A statutory instrument has been passed which sets out a range of information that the Police and Crime Commissioner must make available. This information is detailed in the Elected Local Policing Bodies (Specified Information) Order 2011 and the The Elected Local Policing Bodies (Specified Information) (Amendment) Order 2012. The Information Commissioner has also issued a definition document giving examples of the kinds of information that the Police and Crime Commissioner is expected to make available. This information is recorded in Part 2 of this publication scheme.

Information recorded in Part 2 will be published under this scheme unless:

- The information is not held.
- The information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited under another statute.
- The information is readily and publically available from an external website; such information may have been provided either by us, or on our behalf. In which case we will provide a link to the information.
- The information is archived, out of date or otherwise inaccessible, or
- It would be impractical or resource intensive to prepare the material for routine release.

Our publication scheme

Under the Freedom of Information Act 2000 all public bodies must have a Publication Scheme setting out the information we routinely make publicly available. Our scheme must be approved by the Information Commissioner and we have to review the scheme annually. Our Publication Scheme has regard to the public interest in:

- allowing public access to information we hold; and
- to the publication of reasons for the decisions we make.

Our publication scheme must:

- set out the types of information which we publish or intend to publish;
- say how we will publish the information, and
- say if we will provide the information free or charge for it.

The purpose of our Publication Scheme is to let you know what information is readily available from us. By readily available we mean that the information is available on our website. If you do not have access to our website you can request the information by letter, e-mail or telephone call.

This publication scheme commits us to:

- proactively specify and publish, as a matter of routine, information which is held by the Office of the Police and Crime Commissioner and falls within the

classifications given in Part 2 of the publication scheme or in line with the statements contained within this scheme
- produce and publish the methods by which specific information is made routinely available so that it can be easily identified and accessed by members of the public
- review and update on a regular, and specified basis, the information the Office of the Police and Crime Commissioner makes available under this scheme
- produce a schedule of any fees charged for access to information which is made proactively available
- make this publication scheme available to the public

Office of the Police and Crime Commissioner for Devon and Cornwall copyright material

For material where we own the copyright, it can be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation. This is subject to the material being reproduced accurately and not being used in a misleading context. Where material is being republished or copied to others, the source of the material must be identified and our copyright acknowledged. Any branding of the Office of the Police and Crime Commissioner (including the official crest of Devon and Cornwall Police) is also copyrighted and may not be reproduced other than as it appears on copied material.

Other copyrighted material

Some material we include in our Scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

Part 2 of the Publication Scheme

Types of information, how it is published and when it is updated

This part of our publication scheme explains what information is readily available and how it can be obtained.

Where it is within our capability, the information will be provided on our website. Where it is impracticable to make information available on our website details of how to obtain the information in other formats / by other means is given in this section. If you do not have access to our website please contact us for a copy of the information you require.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact should be made with the Office of the Police and Crime Commissioner to make appropriate arrangements. Contact details are given in Part 1 of this scheme. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Should you require the information in any other format (including large print or Easy Read) please contact us.

The Police and Crime Commissioner (and their Deputy)

What we will publish	Where we will publish it	When we will update it
The names and profiles of each relevant office holder	Website	Annually
The address for correspondence of each relevant office holder	Website	Annually
The salaries of each relevant office holder	Website	Annually
The expenses and allowances paid to each relevant office holder	Website	Quarterly
A register of interest of relevant office holder	Website	Amend when changes
A register of Gifts and Hospitality for relevant office holder	Website	Amend when changes
The number of complaints or conduct matters	Website	Annually

The staff, and volunteers, of the Office of the Police and Crime Commissioner

What we will publish	Where we will publish it	When we will update it
The number of members of staff	Website	Six monthly
The proportion of the staff with protected characteristics including gender, ethnicity, disability, religion and belief and sexual orientation	Website	Six monthly
An organisational chart, showing the structure of the staff	Website	Six monthly
The job title, responsibilities and salary of each senior employee & the name of the senior employee	Website	Annually
A register of each offer of a gift or hospitality made to a relevant office holder, or member of staff indicating whether the offer was accepted or refused	Website	Amend when changes
Information on any arrangements for use by the Police and Crime Commissioner of the staff of the Chief Constable or of local authorities to provide assistance, administrative, professional or technical services under the PRSA 2011 Act and the LA (Goods and Services) Act 1970	Website	Six monthly
In relation to the independent custody visiting scheme information as to the operation of the arrangements including the appointment of Independent Custody Visitors	Website	Annually
Contact information for the Office of the Police and Crime Commissioner	Website	Amend when changes

Pay and grading structure

What we will publish	Where we will publish it	When we will update it
The level of pay of staff by salary range	Website	Annually

Internal Boards and Committees

What we will publish	Where we will publish it	When we will update it
Details of internal boards and committees	Website	Annually
The (core) membership of boards / committees	Website	Annually

Relationships with other bodies

What we will publish	Where we will publish it	When we will update it
Information relating to partnership arrangements or other joint arrangements, with statutory and non-statutory partners.	Website	Annually
Information relating to relationships with other key bodies.	Website	Annually

Income and expenditure of the Office of the Police and Crime Commissioner

What we will publish	Where we will publish it	When we will update it
The total budget of the PCC, including total amount allocated to the Police Force	Website	Annually
The precept issued by the Commissioner	Website	Annually
Information as to each anticipated source of revenue of the PCC (other than the precept)	Website	Annually
Information as to the proposed expenditure of the PCC	Website	Annually
A copy of the annual investment strategy of the PCC	Website	Annually
Information as to each crime and disorder reduction grant made by the PCC	Website	Monthly
Information as to each item of expenditure of the PCC over £500.	Website	Monthly
Annual statement of accounts	Website	Annually

Property, rights and liabilities of the Police and Crime Commissioner

What we will publish	Where we will publish it	When we will update it
The identity of any premises or land owned by, or occupied for the purposes of, the OPCC	Website	Annually
A copy of each contract with a value exceeding £10,000 to which the PCC is or is to be a party	Website	Amend when changes
A copy of each invitation to tender in relation to a contract which the PCC expects will have a value exceeding £10,000	Website	Amend when changes
A list of every contract with a value not exceeding £10,000	Website	Quarterly

Decision making

What we will publish	Where we will publish it	When we will update it
The date, time and place of each public meeting to be held by the PCC	Website	Ongoing
A copy of the agenda and background papers for each public meeting	Website	Ongoing
A copy of the minutes of each public meeting	Website	Ongoing
The decision making process that the PCC will follow	Website	Amend when changes
A record of each decision of significant public interest	Website	Amend when changes
Agendas and approved minutes of other decision-making meetings.	Website	Ongoing
Public consultations	Website	Ongoing

Policies, procedures and documents

What we will publish	Where we will publish it	When we will update it
A statement of the policy in relation to the handling of qualifying complaints and conduct matters	Website	Annually
A statement of the policy in relation to the making of decisions of significant public interest	Website	Annually

A statement of the policy in relation to records management, including procedures for the security and sharing of information, retention and destruction of documents and requests for information.	Website	Annually
A copy of any report required by the PCC from the responsible authorities for a local government area under section 7(1) of the Crime and Disorder Act 1998 (5)	Website	Amend when changes
Governance framework: - financial regulations, contract standing orders, scheme of consent and delegation of functions, code of conduct.	Website	Annually
Human resources policies including recruitment	Website	Every two years
Whistleblowing policy (qualifying disclosures)	Website	Annually. Amend when changes.
Policies and procedures for commissioning arrangements	Website	Annually
FOI disclosure log	Website	Amend when changes
Privacy impact assessments (full or summary)	Website	Ongoing
Fileplans	Website	Annually

Our priorities and performance

What we will publish	Where we will publish it	When we will update it
Police and Crime Plan	Website	Amend when changes
Annual Report from appointed Auditors (for the past 2 years)	Website	Annually
Annual Report	Website	Annually
Information on the performance of the OPCC	Website	Ongoing
Reports by external inspectors and auditors	Website	Ongoing
Service provision, performance assessment and operational assessment reports of the police force presented to the PCC.	Website	Ongoing
Responses to HMIC reports	Website	Ongoing

Part 3 of The Publication Scheme

Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Office of the Police and Crime Commissioner for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Note: Section 12 of the Freedom of Information Act 2000 (FOIA) provides an exemption from a public authority's obligation to comply with a request for information where the cost of compliance is estimated to exceed £450. If this exemption applies the existence of the information will be confirmed or denied, unless the cost of doing so would exceed the appropriate limit.

Part 4 Freedom of Information Requests and Complaints

If you require information that is not readily available through our publication scheme, you can ask for any information you think we may hold. This right only covers recorded information which includes information held on computers, in emails and in printed or handwritten documents as well as images, video and audio recordings.

The Information Commissioner has issued guidance on how to make a Freedom of Information Request which you can access at the following web address:

https://ico.org.uk/for-the-public/official-information/preparing-and-submitting-your-information-request/

The following draws from that guidance and should assist you in making your request.

Give your contact details
State your name, address and other contact details clearly.

Label your request
It will help us if you label your request as being made under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

Direct your request to the right place
Send your request by letter to the following address, or via the contact form on the OPCC website:

FOI Officer
Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly
Andy Hocking House
Alderson Drive
Exeter
EX2 7RP

Contact form: https://devonandcornwall-pcc.gov.uk/contact-us

Means of communication
Make clear in your request whether you have a preference for how you would like to receive the information – for example, if you would prefer a paper copy or to receive it by email.

Describe the information you require
Effective freedom of information requests will be specific. Think carefully about what information you are seeking. Ask for the information you need, rather than a general question you want us to answer. Remember that the Act and Regulations provide rights of access to information held by public authorities. Precision and clarity in your description should lead to a prompt response and will help to keep your request below the cost limit for compliance. Listing dates, names of people, other bodies and links to other related sources will help us to comply with your request.

(Your request *can* be in the form of a question, rather than a request for specific documents, but we do not have to answer your question if this would mean creating new information or giving an opinion or judgment that is not already recorded).

Some information may not be given to you because it is exempt, for example

What happens after you make your request?

We will respond to you within 20 working days. We will either:

- give you the information you've asked for;
- tell you we don't have the information;

- tell you that another authority holds the information or transfer the request on your behalf;
- under the Freedom of Information Act, say that we have the information and offer to provide it if you pay us a fee (please see the 'charges' section above);
- under the Environmental Information Regulations, make a reasonable charge for providing information in accordance with our schedule of charges. (If we allow you to view a public register or other information in person, at a place of our choice, we will not charge for this);
- refuse to give you the information, and explain why; or,
- under the Freedom of Information Act, say that we need more time to consider the public interest in disclosing or withholding the information, and tell you when to expect a response. This should not be later than 40 working days after the date of your request. We can only extend the time limit in certain circumstances, and we will explain why we think the information may be exempt;
- under the Environmental Information Regulations, say that we need more time as the information requested is particularly complex and there is a lot of information to provide. In such cases the time limit can be extended by a further 20 working days as long we respond within the initial time limit stating when we believe we will be able to respond in full.

The Freedom of Information Act recognises that there will be valid reasons why some kinds of information may be withheld, such as if its release would prejudice national security or damage commercial interests. For some exemptions we must consider whether the public interest in withholding the information outweighs the public interest in releasing it. If we decide that the information cannot be released we will tell you and explain why. We are not obliged to deal with vexatious or repeated requests or in some cases if the cost exceeds an appropriate limit. In addition the Act does not provide the right of access to personal information about yourself. This is instead available under the Data Protection Act again, subject to certain exemptions, and is known as a subject access request.

Making a complaint

If we refuse your request, or if you are dissatisfied with the way we have dealt with your request you should first complain to:

The Chief Executive
Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly
Andy Hocking House
Alderson Drive
Exeter
EX2 7RP

Or write using the OPCC contact form:
https://devonandcornwall-pcc.gov.uk/contact-us
and ask us to conduct an internal review. For freedom of information complaints the Information Commissioner recommends that you do this as soon as possible and within two months of receiving our final response.

For environmental information complaints you should make your complaint within 40 working days.

We will carry out an internal review within 20 working days. Under Environmental Regulations Information there is a legal requirement that internal reviews must be carried out as soon as possible and within 40 working days. We will not charge for carrying out an internal review.

If you believe that we have not dealt with your complaint properly, you can complain to the Information Commissioner:

https://ico.org.uk/make-a-complaint/

For more information about Freedom of information or Data Protection, visit the Information Commissioner's website at: https://ico.org.uk/

Appendices

Schedule of Charges under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

1. Charges for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 will be made by the Police and Crime Commissioner in accordance with this schedule of charges.

2. Charges listed in this schedule do not apply to publications listed in our Publication Scheme (the charges will be identified within the scheme);

3. **Freedom of Information and Environmental Information requests**

3.1 No charge will be made for:

- Advising on the availability of information (unless research into historical records is needed in order to provide that advice)
- Inspection of public registers, or examination of information on premises of the Police and Crime Commissioner or other premises made available for that purpose.

3.2 Charges for the work undertaken in dealing with requests shall be as follows:

Staff costs associated with the supply of information in compliance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 will be charged at the rate of £25 per hour, plus disbursements, for the following matters:

- Determining whether the information is held
- Locating the information
- Retrieving the information
- Extracting the information from documents in which it is contained.

3.3 Where the total staff costs amount to £450 or less, no charge will be made.

3.4 Where the total staff costs exceed £450:

- For FOI requests: unless in exceptional circumstances, the request will be refused on the grounds that the cost exceeds the "appropriate limit" in accordance with Section 12 of the FOI Act.
- For EIR requests, the total cost will be charged in full.

Where the total cost of disbursements is £10 or lower, no charge will be made.

4. Disbursements

4.2 The rates for disbursements are as follows:

- Photocopying:

  A4 black-and-white, single-sided 10p per sheet
  A4 black-and-white, double-sided 20p per sheet
  A3 black-and-white, single-sided 20p per sheet
  A3 black-and-white, double-sided 40p per sheet
  A4 colour, single-sided £1.00 per sheet
  A4 colour, double-sided £2.00 per sheet
  A3 colour, single-sided £1.50 per sheet
  A3 colour, double-sided £3.00 per sheet

- Printing:

  A4 black-and-white, single sided 10p per sheet
  A4 black-and-white, double sided 20p per sheet
  A4 colour, single-sided £1.00
  A4 colour, double-sided £2.00

- Electronic Formats*:
  CD-R £1.00 per disk
  (*applies to copies of documents available in an appropriate electronic format. The rendering of information into an electronic format from hard copy, and rendering information from one electronic format to another, will be at cost).

- Photography, microfilming: At cost
- Postage and packing: At cost

5. Payment

Payment must be made in full in advance.

6. VAT (Value Added Tax)

VAT is not payable on printed publications listed in the Publication Scheme.
VAT is payable on electronic publications listed in the Publication Scheme.
VAT may be payable on information supplied in response to individual requests.

References:

The Information Commissioner *'Service Charter'* [Online]. Available at https://ico.org.uk/about-the-ico/our-information/our-service-standards/ [Accessed 6 October 2026]

The Information Commissioner *'Guidance on FOI requests' [Online].* Available at https://ico.org.uk/for-the-public/official-information/preparing-and-submitting-your-information-request/ [Accessed 6 October 2026]

The Information commissioner *'Complaints'* [online]. Available at https://ico.org.uk/make-a-complaint/ [Accessed 6th October 2026]